



Public Speaking at Planning Committee

The Council supports wide public involvement in the planning process and believes that people may be able to make their views known more effectively if they are not limited to making comments in writing. For those applications or planning enforcement matters considered by the Planning Committee, public speaking allows those involved in the planning process a chance to “have their say”.

This leaflet explains basically how the system works at Charnwood. Full details of the delegation arrangements are set out in the [Council's Constitution](#), which can be obtained at www.charnwood.gov.uk

Is everyone allowed to speak?

“Speaking” will be allowed only if the application or planning enforcement matter is reported to the Planning Committee on the basis that is inappropriate for a decision at officer level. Many types of planning applications can be decided without reference to Committee. (Currently approximately 95% of applications are determined without reference to a committee.)

Where a decision on an application is made by an officer in accordance with the delegated powers procedure, a letter or e-mail will be sent confirming that the decision has been made.

Will I be informed of my rights to speak?

If you are consulted or notified of a proposed development by the Council the letter will indicate what is needed to confirm a wish to speak. If you are not notified you can still request to speak.

Who can speak?

On a **Planning Application**:

- (i) An objector, where:
 - (a) the objector has made a written comment on the application setting out the reasons for objection;
 - (b) the grounds of objection raise **material planning considerations**; and
 - (c) the objector has given written notice of a wish to speak;
- (ii) An applicant (or agent appointed to act on his/her behalf);
- (iii) An authorised representative of the Town/Parish Council or Meeting supporting the view of that Town/Parish Council or Meeting.

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Where a request to speak has been received in order to support an objection, the applicant (or agent) will be informed and given an opportunity to register to speak. This will be the case whether or not they have already made a request to speak.

On an **Enforcement Item**

- (i) Any person who has lodged a complaint in respect of the unauthorised development;
- (ii) The developer (or agent appointed to act on his/her behalf);
- (iii) An authorised representative of a Town/Parish Council or Meeting which has lodged a complaint in respect of the unauthorised development, in support of that complaint.

Where there are different applications or enforcement items relating to the same development, there will only be one opportunity to speak and that will be to the first appearing item.

Ward members may exercise the right to address the Planning Committee on issues in their wards according to Council Procedure Rule 36(iv).

How do I inform the Council that I wish to speak on an application?

Written notice of your wish to speak on a planning application must be received by the Development Control service within the consultation period or not later than 7 working days before the date of the Committee meeting, whichever is the later. You may do this on any letter/e-mail where you comment on an application, but please make it very clear at the start of your comments, otherwise we may miss your request. (Please note letters are no longer acknowledged, however, any written comments received on an application will be published on our website through [Planning Explorer](#).)

Any request received outside the time allowed will not normally be considered. Where a “late” letter containing a request to speak raises a new and significant material planning consideration, the Committee will be informed of this and may be asked to defer a decision so that the normal procedure for speaking can be followed.

How do I inform the Council that I wish to speak on an enforcement item?

We will write to the developer and anyone who has written complaining about an enforcement item. Please note complaints are only considered by the Planning Committee where a breach of planning control has been established and negotiations with the developer can not resolve the matter.

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What happens after I inform the Council of my wish to speak?

We will send a letter to all those identified above seeking confirmation that the person in question will speak. Where there is more than one objector/complainant a list of all those who may speak will be attached. It is the responsibility of all the objectors/complainants to appoint a representative to speak on their behalf.

Anyone wishing to speak will need to confirm his or her intention by contacting the Development Control Team not later than 48 hours before the scheduled commencement of the meeting and in the case of objectors they will need to confirm who will act as spokesperson on their behalf. If confirmation has not been received in time, the speaking opportunity will normally be denied, other than in exceptional circumstances.

Note: We will confirm that you are a recorded speaker and will send you a speakers reference ID to present to the greeting officer on arrival.

IF YOU DO NOT HAVE A SPEAKERS REFERENCE NUMBER YOU WILL NOT BE ALLOWED TO SPEAK.

Post:

Development Management
Charnwood Borough Council
Southfields
Loughborough
Leicestershire
LE11 2TN

Telephone: 01509 634 737
01509 634 744

Fax: 01509 219 723

E-mail: development.control@charnwood.gov.uk

The arrangements for speaking:

- (i) Speakers are allowed a maximum of five minutes (with a reminder given at four minutes) in which to address the Committee. Where there is more than one objector/complainant who has made a request to speak and no agreement can be reached by the objectors/complainants, the time limit of five minutes will be divided equally among the objectors/complainants. This provision also applies where both applicant and agent wish to speak,
- (ii) No written submissions or other material will be accepted from speakers at the Committee;
- (iii) You may only raise issues which are relevant to planning and to the item to be considered. Examples of relevant and non-relevant issues are listed below.
- (iv) Only one opportunity to speak is allowed. If a decision on the application is deferred, no further opportunity to speak will be given unless the application is considered to have been the subject of subsequent, significant amendment;

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The procedure that is followed at committee:

- (i) The Chair will announce each application in turn. Items with speakers are normally heard first;
- (ii) A planning officer will present the application or enforcement item;
- (iii) The order of speakers will be objector, the applicant (or agent), an authorised representative of the Town/Parish Council or Meeting and finally the Ward Councillor(s). No questions may be asked by the speaker or to the speaker.
- (iv) A planning officer will have the opportunity to respond to the comments made by speakers and any Ward Councillor;
- (v) The Committee will then consider the application and ask any questions of officers and officers will be allowed to make concluding points, if any;
- (vi) The Committee will then vote on any proposition or amendment which is moved and seconded. The decision will be clearly communicated by the Chair;
- (vii) Applications will not be deferred because of the absence of any person, who has indicated a wish to speak;

Changes to Procedures:

These procedures may be changed, where it is considered that the processing of a particular application requires a different approach.

Planning issues	Non planning issues
Highway safety Flood Risk Appearance and design Noise and disturbance A loss of light/sunlight Scale and dominance Archaeology Sustainability Nature Conservation Privacy Impact on community and other services Impact on character – trees etc Parking provision A building which is an eyesore	Business competition “Too many already” A loss of view Possible damage to property Where other controls exist Devaluation of a property Rights of way Covenants Other private rights Trespass onto another property Maintenance of property Disturbance during development Personal issues (rarely)